

Donna L. Nelson
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Kenneth W. Anderson, Jr.
Commissioner

Brandy Marty Marquez
Commissioner

Brian H. Lloyd
Executive Director



Greg Abbott
Governor

Public Utility Commission of Texas

JOB VACANCY ANNOUNCEMENT

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:

PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or

Email: Recruiter@puc.texas.gov, or

Fax: (512) 936-7054, or

www.workintexas.com

JOB TITLE: Engineering Specialist

JOB VACANCY NUMBER: 2016-24

DIVISION: Water Utility Regulation

SALARY*: \$3,393.42 - \$5,416.67

(Commensurate with Qualifications)

SALARY GROUP: B18 – B20

CLASS TITLE: Engineering Specialist II-IV

CLASS #: 2128 - 2130

OPENING DATE: May 11, 2016

CLOSING DATE: Open Until Filled

HOURS PER WEEK: 40

ESTABLISHED WORK HOURS: 8:00 – 5:00 M-F

(Flextime may be available with supervisory approval)

FLSA:** Exempt

EEO CATEGORY: Professional

TYPE: Full-time ☒ Part-time ☐ Temporary ☐

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the selected salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a degree is a minimum qualification, college transcripts must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via workintexas.com, please do not submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

GENERAL DESCRIPTION:

Perform moderately complex (journey-level) to highly complex (senior-level) on a broad range of water and sewer utility issues. Work involves identifying, analyzing, and providing recommendations regarding issues related to planning, field and system operations and maintenance in the water and sewer utility industry. Work under general to limited supervision with limited to considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Review water and sewer tariff changes, utility rate applications, depreciation schedules and studies, and rate designs; and make recommendations on utility plant in service and rate designs to ensure customers are charged just and reasonable rates.
- Review Certificates of Convenience and Necessity (CCN) related applications and provide recommendations on the technical capability of the applicant to provide water or sewer service.
- Participate in utility rate settlement negotiations.
- Prepare written testimony on rate and CCN related applications for filing in contested proceedings and defend testimony under cross examinations during public hearings to present the agency's position.
- Provide technical assistance, technical data/information and rule interpretations to the public related to water and sewer utilities.



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- Conduct inspections of utility facilities, and audit records for utility rate setting purposes.
- Assists in creation of staff guidance, rule creations and revisions.
- Work with others to resolve issues and establish Commission policies.
- Conduct investigations and prepare technical reports.
- Serve as a project leader, project member, and advisor on water and sewer utility matters.
- Provide information regarding Commission policies and procedures to industry stakeholders, personnel of the legislature, other government agencies, and the public.

REQUIRED MINIMUM QUALIFICATIONS:

Education And Experience:

- Graduation from an accredited college or university with a bachelor or post-graduate degree in engineering or related field.
- Engineering Specialist III: Minimum of two (2) years of full-time work experience in engineering related activities, field and/or system operations, and/or planning.

Military Occupational Codes:

The Military Occupational Specialty (MOS) codes applicable to this position can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above are encouraged to apply.

PREFERRED QUALIFICATIONS:

- Engineer in Training (EIT) or professional engineer license from the State of Texas. Applicants licensed as a professional engineer from the State of Texas will be considered and classified within the Engineer II-IV, Class# 2152-2154, Group B22-BB24, commensurate with qualifications.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of drinking water and sewer utility regulations.
- Skill in the use of personal computers, and MS Office software.
- Skill in technical research and writing.
- Skill in preparing technical reports.
- Ability to handle pressure with providing testimony under oath and defending agency positions.
- Ability to monitor and work on multiple tasks with varying time schedules, and meet deadlines.
- Ability to interpret the Commission's rules and regulations and apply them equitably.
- Ability to train less experienced staff.
- Ability to communicate complex concepts orally and in writing.
- Ability to work efficiently independently, as a team member or as team leader, depending on the particular assignment.
- Ability to work harmoniously with Commission personnel, industry stakeholders, personnel of the legislature, other government agencies, and the public.
- Ability to attend work regularly and adhere to approved work schedule.

REMARKS:

- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.

- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.